



# DCPDS - Ghostview Printing



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(Text Only)

**Purpose:** To provide step-by-step instructions for all DCPDS Users on how to print open and closed Request for Personnel Actions (RPAs) and Notification of Personnel Actions (NPAs) using Ghostview.

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## Open RPAs

While the RPA is displayed on your screen, you can print a hard copy. If you are going to print a hard copy of an RPA that you created, it's better to do it after you have saved it to your inbox, since it will then have the RPA number on it.

- <Click> the [Print](#) icon on the toolbar (the printer).
- <Click> in the [printer field](#) with your cursor. The Printers drop down menu pops up automatically.
- <Select> the [0default\\_prn](#); **OR** your [IP addressed printer](#) whichever is applicable.
- <Click> on [OK](#).
- <Click> on [OK](#) to print the RPA.
- <Click> on [OK](#) in the Note window.

### NOTE:

- If you selected the 'default' printer and want to request more reports, it's recommended that you write down the request ID number for easy identification when submitting the report for printing via Ghostview.
- If your printer was a "registered" IP addressed printer, the RPA will automatically print at that printer in a few moments.

### To view the RPA on your screen:

- <Select> [Requests](#) from the '[View](#)' menu.
- <Click> on [Find](#).
- If the 'Phase' column indicates 'Pending' or 'Running' instead of 'Completed' <Click> on [Refresh Data](#).
- Then <Click> on [View Output](#).
- <Click> on [Open](#).

Note: If you selected the “default” printer from the list of printers, the ‘Status’ column indicates ‘Warning’ since the printer is not recognized by the system. This warning can be ignored in this case.

To print the RPA from Ghostview:

- <Select> **Print** from the Ghostview **File** menu; **OR** <Click> the **Print** icon.
- <Click> on **OK**.
- Your RPA is now printing at your printer and you can <Close> the Ghostview window.

## Closed RPAs and NPAs

You can print closed RPAs and completed NPAs only through the DCPDS Processes and Reports Function. You cannot print an NPA until (1) the action has been processed into the database by the CPOC, and (2) the effective date has arrived.

**IMPORTANT:** Ensure you logged on with the appropriate 'Responsibility' hat depending on the RPA/NPA type you want to print, e.g. a US or LN RPA/NPA. See below 'Responsibility' Hat Table for appropriate selection.



**'Responsibility' Hat Table**

<b>FUNCTION</b>	<b>DCPDS LOGON</b>	<b>US RPA/NPA HAT</b>	<b>LN RPA/NPA HAT depending on the country</b>
Manager	/MGA or /MGR	MGR SPxxxxxx	LN Supervisor GE SPxxxxxx LN Supervisor BE SPxxxxxx LN Supervisor IT SPxxxxxx LN Supervisor SA SPxxxxxx LN Supervisor UK SPxxxxxx
RMO	/RMM	RMO SPxxxxxx	GE MGR SPxxxxxx BE MGR SPxxxxxx IT MGR SPxxxxxx SA MGR SPxxxxxx UK MGR SPxxxxxx
CPAC Personnel	/CPG	PER SPxxxxxx	LN GE PER SPxxxxxx LN BE PER SPxxxxxx LN IT PER SPxxxxxx LN SA PER SPxxxxxx LN UK PER SPxxxxxx
CPOC Personnel	/COC	CIVDOD CLASSIFIER	LN Classifier - Germany - Belgium - Italy - Saudi Arabia - United Kingdom
	/COF or /COP	CIVDOD PERSONNELIST	LN Personnelist - Germany - Belgium - Italy - Saudi Arabia - United Kingdom

Note: The printing of a United Kingdom LN NPA is used in the NPA printing sample below.

From the Navigator window:

- <Expand> the [Processes and Reports](#) function.
- <Open> the [Submit Process & Reports](#) option.
- <Click> on [OK](#).
- <Click> on the [LOV drop down](#) in the Name field.
- Do not click on cancel or close the 'Cancel Query' window as it will end the process and you need to start all over.
- <Enter> for LN RPA/NPA [%Local%](#) in the Find field (for US RPA enter [%Request%](#), for US NPA enter [%Notification%](#)).
- <Click> on [Find](#).
- Then <Select> the [appropriate report](#), e.g. Local Nationals Generic SF50 (see RPA/NPA report selection table below for details).

**RPA/NPA Report Selection Table**

Country	LN RPA Report	LN NPA Report
Germany	Local Nationals Germany RPA Army	Local Nationals Germany Notification of Employment Status Army
Belgium	Local Nationals Belgium SF52	Local Nationals Belgium SF52
Italy	Local National Italian SF52	Local Nationals Italian SF50
Saudi Arabia	Local Nationals Generic SF52	Local Nationals Generic SF50
United Kingdom	Local Nationals Generic SF52	Local Nationals Generic SF50
	<b>US RPA Report</b>	<b>US NPA Report</b>
All Countries	Request for Personnel Action	Notification of Personnel Action

- <Click> on [OK](#).
- <Enter> employee's [last name](#) (mixed cases) in the PA Request Id field (Employee Name field for RPAs).
- <Click> on [OK](#).
- <Select> the [NPA](#) you want to print.
- <Click> on [OK](#).
- <Ensure> the 'Print to' field indicates the 'default' OR your IP addressed printer.
- If not, <Select> the appropriate printer.
- To select the appropriate printer <Click> on [Options](#).
- <Click> in the [Printer field](#) that indicates a printer.
- <Click> on the [LOV icon](#).
- <Select> the [0default\\_prn](#) OR your IP address printer.
- <Click> on [OK](#).
- <Click> on [OK](#).
- <Click> on [Submit](#).
- If the 'Phase' column indicates 'Pending' or 'Running' instead of 'Completed' <Click> on [Refresh Data](#).
- Then <Click> on [View Output](#).
- When the File Download window appears <Click> on [Open](#).

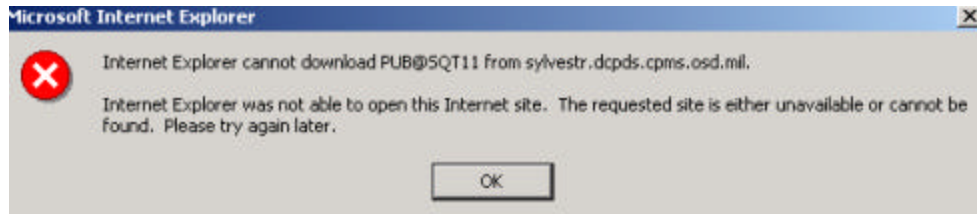
Note: The 'Status' column indicates 'Warning' since the 'default' printer is not recognized by the system. This warning can be ignored in this case.

To print the NPA from Ghostview:

- <Select> **Print** from the Ghostview **File** menu; **OR** <Click> the **Print** icon.
- <Click> on **OK**.
- Your NPA is now printing at your printer and you can <Close> the Ghostview window.

## Internet Explorer Error Message and 'How to Fix'

If the RPA/NPA does not open in Ghostview when you click 'View Output' and instead you receive the error message below, then you need to change your Internet settings.



- <Click> on **OK** in the error message.
- <Exit> completely from **DCPDS**. You must close the 'Requests' window and all active and inactive Oracle tasks.
- <Select> **Internet Options** from Tools in the Internet Toolbar.
- <Click> on the **Advanced** Tab.
- <Scroll> down to the **Security** section at the bottom of the window.
- <Deselect> the **Do not save encrypted pages to disk** box.
- <Click> on **Apply**.
- <Click> on **OK**.
- Now you can logon to DCPDS and re-run your report.